

PUTNAM HIGH SCHOOL PROJECT

REQUEST FOR PROPOSAL FOR A FEASIBILITY STUDY

**PUTNAM BOARD OF EDUCATION
126 CHURCH STREET
PUTNAM, CT 06260**

NOVEMBER 2010

TABLE OF CONTENTS

Introduction	1
Background	2
I. Feasibility Study	3
A. Renovations.....	3
Documentation	4
Section 1 - Submittal Letter	4
Section 2 - History of the Firm and Resumes	4
Section 3 - Key Issues and Experience.....	4
Section 4 - Qualifications	5
Section 5 - Fee Proposal	5
Section 6 - References.....	5
Section 7 - Due Date	6
Section 8 - Contact for Information	6
Checklist	7

INTRODUCTION

Putnam High School Project REQUEST FOR PROPOSAL

The Putnam Board of Education is accepting proposals from firms for services related to completing a Feasibility Study for its existing high school in the town of Putnam. The selected firm will be studying the condition of Putnam High School in order to make recommendations for renovations to the existing facility. The goal is to provide a modern 21st Century comprehensive high school for the town of Putnam.

A Request for Proposal packet may be requested or picked up from the Putnam Public Schools Administrative Offices on or after **November 8, 2010** (Saturdays, Sundays and Legal Holidays excluded) between the hours of 9:00 AM and 4:00 PM. Contact Nancy Cole by calling 860-963-6900 or via e-mail at: colen@putnam.k12.ct.us.

Please refer to the enclosed packet of information for additional details.

The Town of Putnam and its Agencies and Commissions are Affirmative Action – Equal Opportunity employers. Respondents to the Request for Proposal agree and warrant that in the performance of the work on these projects, the firm will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability. Respondents agree to provide the State of Connecticut Commission on Human Rights and Opportunities with such information requested by the Commission concerning employment practices and procedures.

William Hull
Superintendent of Schools

Michael K. Morrill
Chair, Putnam Board of Education

BACKGROUND

Putnam High School currently provides education for approximately 320 students in Grades 9-12 and is the only high school in the town. The building was constructed in 1951, and the last major renovation was in 1990. The facility is approximately 87,000 square feet and contains general classrooms with additional spaces for the following:

- Art
- Music
- Gymnasium
- Auditorium
- Cafeteria
- Science labs
- Library media center
- Business/technology
- Technical/career education
- Guidance/student services, and
- Office/administration
- Alternative education

The Town of Putnam is willing to share any and all documents related to the previous work involving Putnam High School.

I. FEASIBILITY STUDY

The selected firm will be hired to complete a Feasibility Study that includes providing a list of needed renovations to the existing facility along with an estimated cost projection of the needed renovations. The scope of work described below is meant to give the respondent a broad concept of what the Board of Education will be asking relative to a feasibility study. The objective of the feasibility study will be to answer the following key question, What will the town need to make this high school effective and efficient for the twenty-first century?

A. Renovations

1. On-site inspection of the facility
2. Identification of fire and safety regulation compliance issues and ADA compliance issues along with possible solutions (e.g. asbestos abatement, handicap accessibility, air quality, etc.)
3. Overall condition of the building to include but not limited to:
 - a. structural
 - b. energy efficiencies
 - c. electrical
 - d. HVAC
 - e. technology
 - f. code updates
4. Identification of needed upgrades and construction modifications to the facility in order to meet current and future education needs (e.g. science labs, technology infrastructure, etc.)
5. Other factors that contributes to the building's capacity to provide adequate programming in the core curricular areas of English, mathematics, science, social studies, world language as well as the additional spaces as noted in the Background section. The selected firm will be guided by the new model of learning that calls for an active, interactive and integrated learning environment rather than the passive, isolated and fragmented environment of the past.
6. A timeline and cost estimates will be required where applicable.

DOCUMENTATION

Requests for Proposals must include the following documentation:

Section 1: Submittal Letter

Respondents shall submit a cover letter addressed to the Superintendent, signed by an authorized principal or agent of the respondent, which provides an overview of the respondent's proposal, as well as the name, title, phone and fax numbers, and email address of the person to whom the Superintendent may direct questions concerning the request for proposal.

Section 2: History of the Firm and Resumes

Respondents must include a brief history of the company including:

- a) Firm size and organization
- b) Length of time the firm has been in business
- c) Products and services offered
- d) Resumes of key individuals that will be assigned to this project

Section 3: Key Issues and Experience

Key issues and experience that the firm should demonstrate are:

- a) Relevant Connecticut public school experience
- b) Previous work consistent with feasibility studies
- c) Strength and experience of the consultant team assigned to the project
- d) Relevant experience in renovating an existing high school

Section 4: Qualifications

Respondents must demonstrate knowledge of the following:

- a) Experience and expertise in the construction, design, and renovation of school facilities as well as the ability to evaluate the physical condition of school facilities
- b) Knowledge of state and federal laws pertaining to school buildings such as state and federal requirements, life safety requirements including the abatement of all hazardous materials and air quality issues, and other laws, regulations, and rules that provide for a healthy school environment
- c) Experience analyzing enrollment projections and other demographic data and how they relate to physical space requirements and making recommendations based on those projections and requirements
- d) Ability to provide full services to the project including engineers, architects, and consultants that will focus on delivering a comprehensive report on facility needs of the high school
- e) Experience in engaging the community and staff in the feasibility study process, including educating the public and seeking their input during the entire process. This also includes regular reporting back to the community

Section 5: Fee Proposal

All respondents are required to submit an estimated fee proposal that contains any and all costs associated with similar projects they have completed for a feasibility study.

Section 6: References

A list of references of at least five (5) current schools or town facilities for which the firm has completed such projects.

Section 7: Due Date

The Board of Education will receive Proposals until **11:00 AM on December 9, 2010**, at the Putnam Public Schools Administrative Offices. The firm shall provide two (2) copies of their Proposal. Interested parties are invited to attend. Proposals will be opened publicly and read aloud immediately after the specified proposal closing time.

Proposals are to be *submitted in a sealed envelope* and addressed as follows:

Putnam Public Schools
Attn: RFP - FEASIBILITY STUDY
126 Church Street
Putnam CT 06260

Section 8: Contact for Information

If you have any questions, contact the Business Administrator:

Nancy T. Cole
Business Administrator
Putnam Public Schools
126 Church Street
Putnam, CT 06260
Phone: 860-963-6900, Ext. 5003
Fax: 860-963-6903
Email: colen@putnam.k12.ct.us

CHECKLIST

Refer to the checklist below to ensure you have provided all components of the Request for Proposal. The chart below also depicts the criteria rating percentage that will be used to evaluate the Proposals.

✓	Description	Criteria Rating%
	Section 1: Submittal Letter	
	Section 2: History of the Firm and Resumes	
	Section 3: Key Issues and Experience	20%
	Section 4: Qualifications a) Experience and expertise in the construction, design, and renovation of school facilities as well as the ability to evaluate the physical condition of school facilities	15%
	Section 4: Qualifications b) Knowledge of state and federal laws pertaining to school buildings such as state and federal requirements, life safety requirements including the abatement of all hazardous materials and air quality issues, and other laws, regulations, and rules that provide for a healthy school environment	15%
	Section 4: Qualifications c) Experience analyzing enrollment projections and other demographic data and how they relate to physical space requirements and making recommendations based on those projections and requirements	10%
	Section 4: Qualifications d) Ability to provide full services to the project including engineers, architects, and consultants that will focus on delivering a comprehensive report on facility needs of the high school	10%
	Section 4: Qualifications d) Experience in engaging the community and staff in the feasibility study process, including educating the public and seeking their input during the entire process. This also includes regular reporting back to the community.	5%
	Section 5: Fee Proposal	25%
	Section 6: References	
	Section 7: Due Date	